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Approved For Release 2001/08/09 : CIA-RDP78-05747A000100170063-2

(When Filled In)

## REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:

Comptroller

FROM:

Chief, Operations &amp; Liaison Branch, FD

ALLOTMENT SYMBOL

PAY PERIOD

ESTIMATED NUMBER

BEGINNING	ENDING	HOURS	EMPLOYEES
14 May 1962	26 May 1962	40	5
28 May 1962	9 June 1962	40	5
11 June 1962	23 June 1962	40	5

## JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

This overtime is necessary because of accountings on hand to be audited.

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DATE

22 May 1962

TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)

Chief, Operations and Liaison Branch

CONCURRENCE (if applicable)

AUTHORIZATION

TY

TYPED N

IAL

DATE CONCURRED

DATE AUTHORIZED

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